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Where printed copies are available, the following publications may be obtained from the Division of Retirement. You may request copies by either mail or fax, using a copy of the Publication Request Form on Page 16-6, or by telephone. You may call the division toll-free at 844-377-1888 or 850-907-6500, or email rep@dms.fl.gov. Most of these publications are also available online (📄)¹ from the division's Internet website at: frs.myflorida.com.

¹ All items marked with a 📄 are available on the division's Internet website at: frs.myflorida.com.


I. RETIREMENT GUIDES

The FRS Member Handbook is the official summary plan description of the retirement benefits provided to members of the system. Florida law (section 112.66, Florida Statutes) requires that each employee receive a copy of the member handbook upon employment and in each biennium thereafter in which it is reprinted:


FRS Member Handbook Description of the policies and benefits available to members under the FRS.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---------------------------|--|------------------|
| All FRS Members | Provided Directly to Member by Mail or Electronic Notice | Annual |


FRS Disability Benefits Explanation of regular and in-line-of-duty disability benefits available to eligible FRS members (both the FRS Pension Plan and FRS Investment Plan).

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---------------------------|--|------------------|
| On Request | Mailed on Request (Sample Copies to Personnel Officers) | Annual |


FRS Pension Plan Survivor Benefits Explanation of the benefits available to eligible joint annuitants and beneficiaries of deceased members of the FRS Pension Plan.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---------------------------|--|------------------|
| On Request | Mailed on Request (Sample Copies to Personnel Officers) | Annual |

Ready. Set. Retire. Information for FRS Pension Plan members describing eligibility for retirement, retirement application procedures, and explaining requirements regarding retirement and benefits.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---|--|------------------|
| All Recipients of Retirement Benefit Estimates and All Retirees When Added to the Retired Payroll | Included with Estimates, Mailed on Request and Mailed to New Retirees (Sample Copies to Personnel Officers) | Annual |


DROP Guide Description of the Deferred Retirement Option Program, explaining eligibility requirements, benefits available under the program, things to consider when making decision, application procedures, etc.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|------------------------------------|--|------------------|
| Members at or Near Retirement Date | Mailed on Request (Sample Copies to Personnel Officers) | Annual |

II. INFORMATIONAL MATERIAL


Preparing to Terminate DROP

Explanation of what to expect at termination of DROP (forms to submit, when monthly benefits begin, etc.), including tax information on DROP payouts to help DROP participants make an informed decision about how to receive their DROP payouts.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|--|--|------------------|
| DROP Participants at or Near DROP End Date | Available Online and Mailed on Request | Annual |


In-State and Out-of-State Service Creditable under the FRS Pension Plan

Explanation, features, requirements, and cost of purchasing retirement credit under the FRS for in-state and out-of-state public service.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---------------------------|--|------------------|
| Active Members | Available Online and on Request | Annual |


Retirement Annuities Offered by Private Companies

Discussion of pension maximization or fifth option plans (private companies and individuals encouraging members to elect an Option 1 benefit payout and purchase an insurance policy to provide for survivor coverage).

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|------------------------------------|--|------------------|
| Members at or Near Retirement Date | Available Online and on Request | As Needed |

What Retirement Option Should You Choose?

Information to assist members in selecting a retirement benefit payment option.


| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|-------------------------------------|--|------------------|
| All Recipients of Benefit Estimates | Included with Estimates and Mailed on Request | As Needed |

III. RETIREMENT NEWSLETTERS

FRS Bulletin

A newsletter to keep active members of the FRS Pension Plan informed of retirement legislation, benefit provisions, and other retirement-related news of interest.

Primary Recipients
All Active Members of
FRS Pension Plan


Distribution Method 
Mailed to Home
Addresses or Electronic
Notification
(Sample Copies to
Personnel Officers)

Frequency
Annual/Biannual

FRS Retiree Newsletter





A newsletter for retired members and beneficiaries of the FRS Pension Plan (retirement legislation, current events affecting retirees, and selected subjects).

Primary Recipients
All Retired Members
and Other Payees of
FRS Pension Plan

Distribution Method 
Mailed to Home
Addresses or Electronic
Notification

Frequency
Annual/Biannual


IV. SYSTEM INFORMATION

| | | | | |
|---|---|---|--|----------------------------|
| FRS Annual Report | Publication of comprehensive information about the FRS and other state-administered systems, including statements of financial condition, investment objectives and policy, an actuarial report, historical and statistical information, and plan descriptions. | <u>Primary Recipients</u> Governor, Legislature, and Other Interested Parties | <u>Distribution Method</u>  Available Online and on Request | <u>Frequency</u> Annual |
| FRS Contribution Rates | Publication of retirement contribution rates in effect for the Florida Retirement System, HIS contributions, and other retirement programs. | <u>Primary Recipients</u> Participating Employers and Other Interested Parties | <u>Distribution Method</u>  Available Online | <u>Frequency</u> Annual |
| FRS Participating Employers List | Publication of a list of the 1,000-plus state and local government employers that currently participate in the Florida Retirement System. | <u>Primary Recipients</u> Interested Parties | <u>Distribution Method</u>  Available Online and on Request | <u>Frequency</u> Annual |
| FRS Surveys | Surveys of FRS Retirement Coordinators, active members, recent retirees, and other retirees to determine the level of satisfaction with the information and services provided by the division. | <u>Primary Recipients</u> Governor, Legislature, and Other Interested Parties | <u>Distribution Method</u>  Available Online | <u>Frequency</u> Annual |

V. INFORMATION FOR FRS EMPLOYERS


The Division of Retirement Employer Handbook

A comprehensive guide for employing agencies participating in the FRS, available online in PDF format, chapter by chapter (this is Chapter 16 of the handbook). Includes information on enrollment, reporting of retirement contributions, and retirement procedures.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|--|--|--------------------------|
| All FRS State and Local Government Employers | Available Online | Updated on Ongoing Basis |


Information Releases

Notices provided by the division to participating FRS employers. These notices inform FRS employers of policy or procedural changes that may affect them or their employees who are members of the FRS.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|--|--|--------------------------|
| All FRS State and Local Government Employers | Available Online and Mailed to Affected Employers, Retirement Coordinators, etc. | Updated on Ongoing Basis |

Retirement-Related Statutes and Rules

Links to key retirement-related chapters of the Florida Statutes (110, 112, 121, 122, 238) and of the Florida Administrative Code (60S, 60T, 60U, 60V, 60W), and links providing access to the entire Florida Statutes, Florida Constitution, Laws of Florida, and Florida Administrative Code.

| <u>Primary Recipients</u> | <u>Distribution Method</u>  | <u>Frequency</u> |
|---|--|--------------------------|
| All FRS State and Local Government Employers and Interested Parties | Available Online | Updated on Ongoing Basis |

VI. PUBLICATION REQUEST

Most publications are available online from the Publications page of the division's Internet website at: frs.myflorida.com. Or, to request publications select the electronic order form link on the Publications page or call the Division of Retirement toll-free at 844-377-1888 or 850-907-6500, or email rep@dms.fl.gov. You may also order electronically by clicking on the Employers Tab and selecting the Printed Materials link under Order Materials from the MyFRS.com website.